

**Paducah Gaseous Diffusion Plant
Citizens Advisory Board**

Operating Procedures
(Revised and Approved September 18, 2003)

Quorum and Decisions

Over half of the full Board must be present to conduct a meeting and transact business. The Board will attempt to reach consensus on all issues considered. Failing consensus, recommendations shall be forwarded to the DOE by vote of a majority of the members present. Dissenting views shall be included.

Meeting Frequency/Location

1. Meetings will be held on the third Thursday of each month except for December.
2. Hold meetings near the affected communities, such as at the Information Age Park Resource Center, to facilitate communication and understanding between the Board, area neighbors, and the concerned public.
3. Accommodate public attendance and participation needs through a flexible meeting schedule. Explore alternatives for structuring meetings and agendas. Consider among the alternatives a partially set, partially flexible format.
4. At the request of six (6) participating members of the Board, or at the request of DOE, the chairperson shall call upon the Deputy Designated Federal Official (DDFO) to schedule an extraordinary meeting of the Board.
5. Presence at an extraordinary meeting, while no less important than regularly scheduled meetings, may not be factored in determining a members' attendance record.

Attendance

A member may be removed from the Board due to chronic and/or unexcused non-attendance at regularly scheduled Board meetings (for example, missing either three consecutive EMSSAB meetings, or having three unexcused absences in a given calendar year). In these cases DOE will contact the member prior to the next board meeting to determine the member's circumstance and intention for future meeting attendance. Based on this information the Board will determine if they wish for DOE to proceed to formally notify the member of their membership status. DOE retains ultimate appointment and removal authority.

Term of Service

A member shall be appointed to his or her office in accordance with the following provisions:

1. To provide continuity, two-year terms of the members will be staggered.
2. Terms for new members shall be two years with a maximum tenure of 10 years then a roll off for a one-year period before re-application.

Member Replacement

As a result of term expiration or other loss of a Board member, the following procedure shall be used to fill the vacancy:

- The Public Involvement, Nominations and Membership Subcommittee shall screen all applicants for eligibility.
- Applications for Board membership shall be retained for consideration for a two-year period. Public notices shall be made to solicit applications annually, at least 90 days before expiration of member terms. In addition, applicants on file shall be notified that they must submit a new application, if they wish to be considered for vacancies.
- The membership replacement process shall ensure that the cultural and geographic diversity and the stakeholder categories specified in the attached "Board Selection Criteria and Guidelines" be maintained.
- Replacement members, selected by the DDFO, shall serve the unexpired portion of the term of the members they are replacing.
- The Public Involvement, Nominations and Membership Subcommittee shall propose at least two qualified candidate applications for each vacancy. The Board shall make the final proposal on membership replacement.

Board Expansion

The Board may choose to expand to include a maximum of 18 members.

Ex officio Members

1. The term ex officio herein refers to representatives of the following agencies: U.S. Department of Energy, U.S. Environmental Protection Agency, Kentucky Division of Waste Management, Kentucky Department of Fish and Wildlife Resources, and the Kentucky Radiation Control Branch. They may participate in Board discussions and deliberations both substantive and procedural.

2. Ex officio members may not participate in the formation of consensus when the Board is determining what substantive advice it wishes to give or what procedural direction it chooses to take.
3. Each agency will designate its own representatives and alternate, notify the Board of such designees and give timely notice if a replacement will be required.

Deputy Designated Federal Official

The DDFO is responsible for performing the following FACA-mandated actions.

1. Call for, attend and adjourn Board meetings
2. Approve agendas
3. Ensure that conflict of interest regulations are followed
4. Ensure required records on Board costs and membership are maintained
5. Make records available to interested members of the public
6. Ensure senior DOE managers and projects managers attend and participate in Board meetings when necessary
7. Provide the Board with the opportunity to offer advice and recommendations that may affect the EM decision-making process. In support of this, the DDFO must:
 - Ensure that DOE's decision-making process is clearly communicated.
 - Suggest site activities and policy issues on which the Board's input would be useful.
 - Inform the Board of DOE programs, projects and activities directly affecting the Board's mission and purpose.
 - Work closely and cooperatively with the Board to prioritize issues.
 - Approve the Board's annual work plan.

Board Structure

The Board officers (Chair and Vice-Chair) shall be elected annually by majority vote of the Board members at the September meeting. No officer shall serve more than two (2) consecutive years in the same office.

1. Chairperson: The Board shall appoint a chairperson who shall further the work of the Board in a balanced and unbiased manner.
 - a. The term of the chairperson shall be one year.
 - b. The chairperson shall serve as liaison with the staff and facilitator(s), assisting in the preparation of agendas, minutes of the meetings, and other necessary arrangements.
 - c. The chairperson shall be responsible for the coordination of the work of subcommittees and task forces between regular meetings of the Board.
 - d. The chairperson shall also serve between regular meetings of the Board as contacts for DOE as well as the participating and enforcement agencies.
 - e. The chairperson is an ex officio member of all subcommittees.
2. Vice-Chair: The Vice Chair shall:
 - a. Perform the duties of the Chair in his/her absence or disability
 - b. Assist the Chair as requested by the Chair

Standing Subcommittees: The Board will determine the membership of each committee. Standing committees shall be composed of at least three members of the CAB. Ex-officios do not count toward the three. A CAB support staff representative will provide meeting support (i.e. secure locations, notify members, produce minutes).

Subcommittees, whether standing or ad hoc, may appoint their own chairperson and will generally deal with matters relative to the operations of the Board. Standing subcommittees, ad hoc subcommittees, or task forces may not directly submit recommendations to DOE, the participating and enforcement agencies, or to any other entity outside the Board. They are solely responsible for producing draft proposals or information to be utilized and considered by the full Board.

The following standing subcommittees of the Board shall be established, but are not limited to:

1. Public Involvement, Nominations and Membership: Participate in newsletters, speaker's bureau, education, marketing and publications. Propose nominations for vacancies of regularly expiring terms.
2. Long Range Strategy/Stewardship: Ensure the generation of an annual SSAB work plan that reflects the needs of the Board.

Task Forces: The Board may establish and set scope and timelines for task forces as it deems necessary. Each task force must have at least three Board members.

1. Task forces will be termed bodies established to address issues that are either time dependent or more narrowly focused than the routine work of the Board. Their work would generally relate to specific issues. Task forces may invite non-Board members to serve, but non-Board members may not vote.
2. A DOE technical support person or DOE contractor will serve as a non-voting ex officio member if the Board identifies a need for the support.
3. Task forces may not directly submit recommendations to DOE, the participating and enforcement agencies, or to any other entity outside the Board. They are solely responsible for producing draft proposals or information to be utilized and considered by the full Board.
4. Task forces may choose to merge or divide, depending on their workload.
5. The task force chair solicits input from all of the task force members regarding the proposed agenda at least 10 days prior to the task force meeting. The task force chair then provides the administrative staff with the final agenda at least one week prior to the task force meeting.
6. The task force chair solicits input from all of the task force members in the event he/she considers canceling the meeting due to lack of agenda items, participation, etc. The task force chair will make the final decision to cancel the task force meeting based on his/her analysis of task force member responses. Decisions to cancel task force meetings must be made at least one week in advance of the scheduled meeting date. In the event of unusual circumstances (i.e. severe weather), task force meetings may be cancelled with less than one week notification.

Participation in National SSAB Meetings

Prior to attending a complex-wide meeting or workshop, the members of the Paducah CAB who have been elected to participate should schedule and attend a training workshop. The meeting is open to the public and all members of the CAB. The purpose of the training workshop should be to develop a better understanding of the issues and subject matter as well as develop local strategies or issues concerning the subject matter.

The spokesperson for complex-wide meetings or workshops should be determined as follows:

Chairs' Meeting:

*Chair

*Vice-Chair

Workshop:

*Chair of task force or subcommittee most closely related to the subject matter as determined by the Chair and Vice Chair.

*Member of the task force or subcommittee most closely related to the subject matter as determined by the Chair and Vice Chair.

*Chair

***Vice Chair**

When possible, the training workshop should be scheduled prior to the last full board meeting before the complex-wide meeting. This will allow all Board members an opportunity to express their ideas and opinions to the Paducah delegation.

At the first Board meeting following a complex-wide meeting, the Board members who attended that meeting should make a presentation to the full board.

Budget

DOE Operations, Field and Area Office managers, through the DDFO and EM SSAB Federal Coordinator, must work closely and cooperatively with the Board to develop a budget that is consistent with the Board's mission, scope and annual work plan. After the Board submits its work plan and the DDFO approves it, the DDFO and the DOE Operations, Field or Area Office should provide sufficient funding to carry out the work plan.

1. Board members will serve without compensation, but reasonable arrangements shall be made for reimbursement of direct expenses related to the work of the Board and meeting attendance.
2. FACA and its implementing regulations provide that the Board, while engaged in the performance of its duties away from homes or regular places of business, may be allowed travel expenses, including per diem in lieu of subsistence to the extent as that allowed for Federal employees. For additional information on travel reimbursement, see the EM SSAB Final Guidance, December 2000.

DOE administers the distribution of funds or the reimbursement to Board members, consultants or facilitators.

Evaluation

There shall be an annual evaluation of the Board to assess how adequately it is representing its stakeholder interests and meeting the needs of the public. The Board will also evaluate the responsibilities of DOE and the other participating and enforcement agencies. The Board will develop the criteria for these mutual evaluations.

Conflict of Interest

1. Members shall not participate in matters that have a direct financial interest in companies, organizations or associations to which they have ties.
2. Members shall refrain from any use of their membership that gives the appearance of being motivated by a desire for private gain.

For additional information on Conflict of Interest, see the EM SSAB Final Guidance, December 2000.

Amendments to the Operating Procedures

Amendments may be made in accordance with the following procedure:

1. Any member of the public, the Board or one of the Agencies may propose an operating procedures amendment. However, to be considered by the Board, a Board member must sponsor the proposed amendment.
2. Any meetings to consider an operating procedures amendment shall include discussion of the proposed amendment and its justification.
3. A vote of 2/3 of the full Board shall be required for acceptance of an operating procedure modification. Proxies will not be acceptable.
4. If an amendment is adopted, it shall be issued to Board members and the Agencies within 14 days and be made available to the public.

Board Selection Criteria and Guidelines

1. The Board members shall be selected in accordance with the criteria and guidelines listed below, which are designed to ensure that the Board's membership reflects the full range of stakeholders and the demographic composition of the communities surrounding and impacted by PGDP.
2. The Board shall consist of 12-18 regular members chosen by the Nominations and Membership Committee, and five ex officio members: one representing each of the primary agencies (U.S. DOE, U.S. EPA, and the KY Division of Waste Management, KY Radiation Control Branch and KY Department of Fish and Wildlife Resources.) Other state and federal agencies may apply to the SSAB for ex officio membership.
3. Each of the Agencies shall designate one ex officio representative and one alternate. Agency representatives shall be expected to attend all meetings and have the right to participate in discussion. However, they shall not have voting privileges.
4. If possible, each of the following categories of stakeholders shall be represented with a minimum of one person on the Board. One person on the Board may fulfill more than one of these categories.
 - a. State/Local/Tribal Government
 - b. Minority Organizations
 - c. Civic/Religious Groups
 - d. Environmental Groups
 - e. Labor Organizations

- f. Public Education
 - g. Business Groups
 - h. Women's Groups
 - i. African American Community
 - j. Geographic Diversity
 - k. Occupational Diversity
5. The Nominations and Membership Committee will strive to maintain diversity and balance among Board members with regard to gender, age, race/ethnicity, and type of employment, area of residence, expertise, income, and education levels.
6. In selecting Board members, consideration shall be given to individuals with expertise that would make a useful contribution to the Board's collective knowledge base, in areas such as issues of concern to local residents, public use, science, finance and economics, engineering, public health, law and consensus-building.
7. Membership on the Board will require a great deal of interest in issues the Board considers, as well as the time to study and discuss them. The need for commitment in these areas shall be stressed as specifically as possible at every opportunity during the selection process – such as in press releases, advertisements, on the application form and at public meetings. The Nominations and Membership Committee shall make a good faith effort to ensure Board members possess the ability and desire to devote the time membership will require.